



LAW OFFICES
LOS ANGELES COUNTY PUBLIC DEFENDER
CLARA SHORTRIDGE FOLTZ
CRIMINAL JUSTICE CENTER
210 WEST TEMPLE STREET, 19th FLOOR
LOS ANGELES, CALIFORNIA 90012
(213) 974-2811
TDD # (800) 801-5557

MICHAEL P. JUDGE
PUBLIC DEFENDER

TO: THE HONORABLE DON KNABE
Chairperson, L.A. County Board of Supervisors

FROM: MICHAEL P. JUDGE
Public Defender
Executive Office

DATE: June 23, 2004

RE: MINUTES - EXPANDED STAFF MEETING

Attached is a copy of the Minutes of the Expanded Staff Meeting of the Office of the Public Defender held on June 10, 2004.

MPJ: Ifg

Attachment

cc: Each Supervisor
Each Justice Deputy
CAO: Sharon Harper, Chief Deputy



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MICHAEL P. JUDGE
PUBLIC DEFENDER

TO: ALL STAFF

FROM: MICHAEL P. JUDGE
Public Defender

DATE: June 23, 2004

RE: MINUTES - EXPANDED STAFF MEETING

The Expanded Staff Meeting for the Public Defender's Office was held on June 10, 2004. The following are members:

Michael P. Judge
Robert E. Kalunian
Lon Sarnoff
John Vacca
Ronald Brown
Winston Peters
Darolyn Jensen
Alan Abajian
Allen Adashek
Patricia Aguilar
Verah Bradford
Charles Cervantes
Carol Clem
Mike Concha
Corrine Cortinas
Joan Croker
Patricia DeLaGuerra
Wendy Edmisten
Kelly Emling

Gregory Fisher
Bobby Gil
Stu Glovin
John Gonzales
Carolyn Gray
Laura Green
Bob Hall
Bernice Hernandez
Steve Hobson
Marvin Isaacson
Lita Jacoste
Judith Johnson
Robert Johnson
Cheryl Jones
Clyde Juloya
Gareth Kim
Charlie Klum
Mark Lessem
John Martinez

Paula Montez
Elaine Palaiologos
Diane Parris
Ramon Quintana
Rudy Rousseau
Vicky Russell
Stan Shimotsu
Leslie Stearns
Haydeh Takasugi
Karen Thompson
Marilyn Turner
Bill Weiss
Carole Whyte
Mark Windham
Dennis Yamamoto
Janet Yarbrough
Ron Yorizane

The Expanded Staff Meeting of June 10, 2004 was chaired by Michael P. Judge, Public Defender.

Mr. Judge began the meeting with the introduction of the Rosie Maloof, the new Administrative Deputy. Ms. Maloof brings to our Department 36 years of experience working with the County in a variety of different departments—the Department of Public Social Services, the Department Mental Health, Parks and Recreation and Department of Human Resources. She has vast and varied experience. She was the assistant personnel officer for Parks and Recreation for 10 years, responsible for advocacy in employee relations cases. She has experience with payroll, classification issues, and benefit functions. She has provided considerable training for the County in management and supervision workshops. She is very familiar with the Performance Evaluation System, and very familiar with Civil Service. The department conducted a variety of recruitment efforts and it was unanimous in terms of everyone who was evaluating candidates that she stood out very clearly. We are pleased to have her on board.

The following topics were discussed:

I. ANNOUNCEMENTS:

A. June 11th Holiday by Rosie Maloof

Ms. Maloof distributed a brief explanation sheet on how to code employee time sheets for the ad hoc holiday. Ms. Maloof allowed everyone to review the information sheet and there was a brief question and answer session. Ms. Maloof indicated CWTAPPS will automatically calculate the holiday credits for each employee classification.

Ms. Maloof indicated that exempt salaried employees, such as attorneys who work the holiday should be coded 8E, and if an employee is a covered employee who normally gets paid the day should be coded like a regular paid overtime day, which is 8P. CWTAPPS will calculate the appropriate compensation, whether it is a comp day, time and half paid overtime, or whether staff get a holiday accrual. The system will take care of that part, all that is needed is to be aware of the overtime situation for your staff.

B. Caseload Summaries by Robert Kalunian:

have not submitted them, should get them to Floyd Neiswanger as soon as possible.

C. Input for DPD Grade III & Grade IV Promotions by Robert Kalunian:

Input for possible grade III and grade IV promotions is due to Mr. Kalunian by June 30, 2004.

D. Extended Leave Survey by Robert Kalunian:

Head Deputies are to provide Lon Sarnoff by June 30, 2004 with a list of attorney staff who are on leave or you believe will be taking an extended leave. The information is being collected for planning and reassignment purposes.

II. INTERPRETERS/TRANSLATORS by John Vacca:

This issue has been discussed a couple of times in the past at the executive and expanded staff meetings, but Mr. Vacca wanted to bring it up again because there are some additional factors that have come into play. The interpreters have sent a letter to the state legislature asking to have the situation that now exists changed, and as a result of that there may be some change in the process by which we select interpreters and translators to do our work.

There is an additional problem which has arisen. Since April 1st, the D.A.'s Office has contracted out with an interpreter firm located in New York to do transcription of tapes. The people doing the work are not certified transcribers, they are not translators who have taken a test. Their work has been reviewed by the interpreters here in L.A. County who have advised us they found significant errors in the translations. For obvious reasons, the L. A. interpreters want to do the translations, they don't want work to be farmed out. They have provided the legislature and Mr. Vacca copies of a report featuring case after case after case in which there have been very serious mistakes made by the interpreters in New York. Situations in which, for example, the transcription contains the Spanish word "cuadra" which means city block, but it should have been the word "escuadra" which means semi-automatic gun. There is just a slight difference between those two things, and the examples just go on and on.

The interpreters have transcripts here where they have hundreds and hundreds of corrections. What that creates for us, is the following dilemma, we may have cases in which we have received transcriptions from the D.A.'s office provided by the interpreters from New York, that are blatantly incorrect, but we don't know that without having them reviewed by a translator here in Los Angeles County. Mr. Vacca has indicated that he will be looking for a translator to review the work.

transcription and make certain that we have an accurate translation. It's similar to asking for a urine sample split or any other kind of split that we would get for chemical or laboratory analysis. If the court balks at this, and wants some indication as to why we think there is a problem, we certainly can provide the court with documentation of the errors.

Because of these problems, the interpreters office here in L. A. has been putting pressure on the D.A.'s to change the process. They have changed the process slightly as Ron Yorizane explained.

Mr. Yorizane said about a month and a half ago the D. A. Office wanted our lawyers to stipulate that the translators in New York had an oath on file here so that the translators wouldn't have to fly out here. The DA's attempted to talk us into going along with the scheme. What the DA's Office was going to do was provide resumes of all the translators that are used in the New York Office.

Mr. Yorizane spoke to Jackie Lacy, the director of the Bureau of Central Operations earlier this month, who advised him the District Attorney's Office decided to withdraw their request, and are now using a local office of this New York firm to do the translations. They are using their Santa Ana Office. Jackie Lacy said that the D.A.'s office requested that all translators be native speakers from Mexico so that they are fluent in the language involved in many of these cases. This will go into effective as of June 1, 2004. Hopefully the accuracy and quality of the transcripts will improve with the translations made after June 1st.

Jackie Lacy indicated that they have put out a contractor's bid, and they are still in the bid process. There a number of translators from the local courthouses who have submitted bids to be on this D.A.'s list, but the process hasn't been completed yet. As soon as it is, they are going to use a combination of these local translators as well as the Santa Ana Office of the New York firm.

Mr. Vacca indicated somebody needs to review these transcripts who really understands the language and can appropriately transcribe what is being said. A discussion followed with questions and answer regarding the interpreter problems.

Mr. Judge suggested that a survey be prepared to which it would be easy for the lawyers to respond. Once we have identified a potential number that might have to be examined, then we could move to the next step to determine what ought to be done.

Mr. Vacca believes that each lawyer should be canvassed and asked to see if they have received any transcriptions that have occurred since the date of April 1st on

problem once we have a list. The list should be turned in to your division chiefs by the Head Deputies, as quickly as possible, within a week, but it should be received no later than two weeks from today.

III. DPD III AND DPD IV EXAM TIME LINE by Lon Sarnoff

Mr. Sarnoff distributed a time line chart for the next attorney promotional examinations. The written examination will be administered on November 6, 2004. The process started last week, and the first thing the head deputies will be involved with is preparation of the proposed AP's. Set out are the various deadlines, and many of the head deputies here have been involved with the process. Mr. Sarnoff indicate there may be some who have not been previously involved in the process, hence after the next expanded staff meeting next month there will be a training session for what goes into preparation of an AP.

Mr. Kaluanian instructed the managers to keep the dates of October 25 through 27, 2004 open and try not to calendar anything on those dates. The AP Executive Review will be conducted on those date. As soon as all the applications are filed we will send out a schedule as to who will come on what date and what time. We can not do this until we know how many candidates each rater has.

Prior to this an unofficial "Save the Date" was placed in the PDQ, as we had not yet finally committed to a date. However in the June 30th PDQ, the official announcement of the exam, and the posting and receipt of applications will be included.

IV. ACCIDENT/VEHICLE DAMAGE CLAIM PROCESS ACKNOWLEDGMENT by Marilyn Turner

Annually the County requires that departments distribute information to staff that are involved in the Mileage Permittee Program. It means that you are authorized to drive in the course and scope of business using your own vehicle. The packet contains information about the self insurance component of the program as well as information about making a claim if there is damage to your vehicle as well as what you should do if you are involved in an accident. Every person that is newly certified mileage permittee gets a package of information and they must fill out a certification saying that they have received it and that they will comply with the procedures. Should they become involved in an accident or need to request reimbursement for damage to their vehicle. Ron White sent these out in February with the pay checks, and we have not received all of them back.

employee not listed on the list, the manager should have them prepare the certification, which is Attachment D, and return it to Human Resources Division, c/o Kimberly Dandini, by June 30th.

If you have any questions, please contact Kimberly Dandini or her supervisor, Corrine Cortinas.

V. EXPERT DATABASE by John Vacca

As all of you know Jennifer Friedman has been compiling the expert database for a number of years and makes it available to all of our attorneys upon request. Ms. Friedman has been working with Harvey Sherman to make it available to other attorneys within the department. It has been decided to make it available to at least one trial deputy in each branch court. In order to do this, Ms. Friedman has asked that each deputy select a trial attorney who is conversant with computers, as the individuals selected will receive some training from Jennifer Friedman on how to use the database and also with the understanding there are certain rules connected with this. One most important is that the information is not to be disseminated to other attorneys outside of the department. It is for the Department's use only and not outside counsel. Second, Jennifer is asking that each of the attorneys give her feedback with reference to the expert's performance so that Ms. Friedman can continually evaluate, update, expand and delete names from the database. Ms. Friedman would like to conduct the training in early July. Ms. Friedman will be unavailable during the next several weeks, so sometime next week if a decision can be made as to whom is selected at each branch and send that name to Jennifer Friedman.

VI. DEATH PENALTY MANUALS by Greg Fisher

The new death penalty manuals have been received and they are in Jim Coady's Office. Any branch head deputy who has not yet received one, can pick up a copy from Jim Coady after the meeting. There is one for each branch.

Meeting concluded, the next meeting will be July 8th at 2:00 p.m. at CSFCJC.